



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 ENGINEER LOOP STE 316  
FORT LEONARD WOOD, MO 65473-8929

REPLY TO  
ATTENTION OF

ATZT-DPW

19 MAR 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 63-01, Providing Government Space for Contractors and Other Non-Federal Entities

1. REFERENCE. AR 405-80, 10 Oct 97, Management of Title and Granting Use of Real Property.
2. PURPOSE. To establish installation policy regarding the utilization of government real property facilities by non-federal entities. This policy shall apply to the use of real property by government contractors and other entities sponsored by installation organizations and tenant units as well as to requests by private organizations and other non-federal entities to utilize space in federal facilities.
3. DISCUSSION. Government space is intended for government missions. The authority to determine that under-utilized, non-excess space exists, and to provide such space to non-federal entities resides with the Installation Commander per AR 405-80. To ensure that the government makes the maximum effective use of federal space for federal purposes, the following procedures will be implemented immediately.
4. POLICY/PROCEDURES.
  - a. Effective immediately, no installation real property facilities may be provided for use by a non-federal entity without the written approval of the Commanding General. This policy shall apply to current uses of federal facilities, as well as to future uses of installation property by non-federal entities in the absence of a proper real estate document entitling the non-federal entity to utilize government space.
  - b. No installation organization or tenant unit may authorize a non-federal entity to utilize space pursuant to an MOA/MOU, or pursuant to a federal contract without prior coordination and written approval from the Commanding General pursuant to the procedures contained herein. This restriction shall apply to all contracts and contractors regardless of the contracting office responsible for the award and/or administration of the contract.
  - c. Current contracts and other agreements that provide contractors or other non-federal entities with government space will be reviewed prior to renewal, or within one year of the effective date of this policy, whichever is sooner. If government space is still required, requests for space will be processed by following para 4d (1-5). This policy is not intended to infringe

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upon the contract rights held by any party pursuant to a lease issued by the Department of the Army pursuant to AR 405-80 and 10 USC 2667.

d. All supporting contractors and other non-federal entities shall occupy space off-post or within the University of Missouri Technology Park at Fort Leonard Wood. If the sponsoring activity at Fort Leonard Wood determines their supporting contractor or other non-federal entity must be all or in-part in government space, the request will be processed by:

(1) Providing a written request and justification to the Director of Public Works (DPW).

(2) The DPW will staff the request and make a final recommendation through the Garrison Commander to the Commanding General.

(3) If the Commanding General approves an exception to this policy, the DPW staff will work with the sponsoring activity to find suitable space. The standard Army criteria for space will be used.

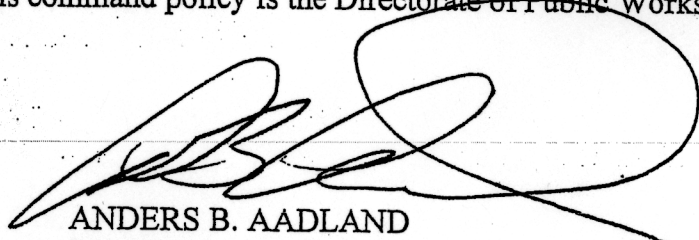
(4) If space is available, the DPW will issue the appropriate real property documentation, and space will be allocated to the contractor or other non-federal entity.

(5) When space is no longer required, the space will be returned to DPW. When a contract or agreement is considered for renewal, and space is still required, an exception request will be resubmitted. Waivers will be reviewed at least annually.

e. The DPW will maintain an accurate listing of all exceptions to this policy and will take action to minimize the number of exceptions.

5. SUPERCESSION. This command policy supercedes all previous policy letters concerning government space for contractors and other non-federal entities.

6. PROPONENCY. The proponent for this command policy is the Directorate of Public Works, 596-0901.



ANDERS B. AADLAND  
Major General, USA  
Commanding

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Detachments, Tenant Units, Directorates,  
and Personal Staff Offices